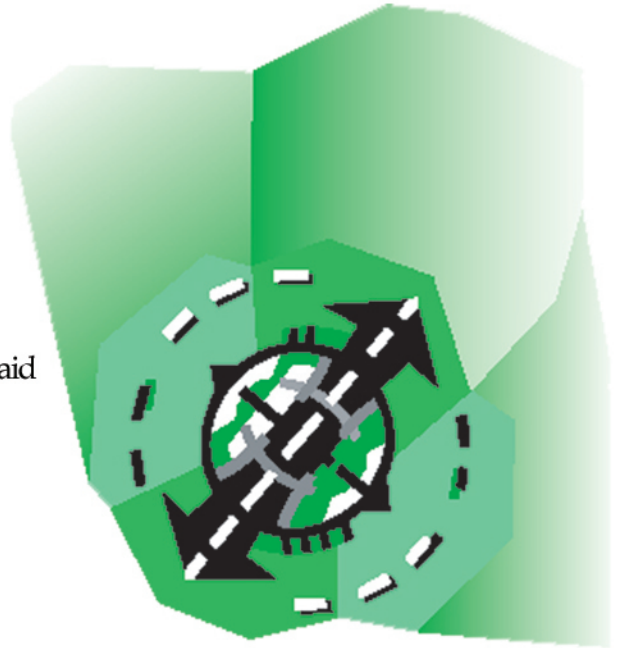


How does my project obtain inspection approval and certificate of occupancy?

The commercial building occupancy process is based on a partnership involving the owner/ developer, contractors and city inspectors. The key to occupancy is full project sign-off by city inspectors in Public Works Development Inspections, Site Development, and Building. The checklist and the information contained in this brochure are intended to assist the contractor in navigating the commercial building occupancy process.

Public Works Inspections Checklist

- ☐ Final punch list developed
- ☐ Final punch list completed
- ☐ Final walk thru scheduled
- ☐ Final walk thru completed
- ☐ Overtime inspection and/or police traffic control fees paid
- ☐ As-Built plans submitted for review
- ☐ As-Built plans approved by inspector
- ☐ Warranty assurance amount obtained
- ☐ Warranty assurance submitted
- ☐ Warranty assurance approved



The Public Works inspector is responsible for inspecting the construction of the civil engineering improvements shown on the approved civil engineering plans.

Partial Project Acceptance

The Public Works inspector may authorize a partial project acceptance if applicable. ALL civil engineering related health and safety improvements must be installed and accepted. A partial project acceptance is valid for 30 days.

- ✓ Civil engineering related punch list items.
- ✓ The final walk thru has been successfully completed. (A final walk thru will not be scheduled Friday through Monday.)
- ✓ Overtime inspection and/or police traffic control fees have been paid.
- ✓ "As-Built" plans on 4-millimeter photo reproducible mylar, certified and sealed by a registered civil engineer, and approved by the Public Works inspector.

Warranty Assurance

A one-year warranty assurance in the minimum amount of 10% of the cost of all work completed must be posted by the owner/ developer or contractor and accepted by the city. Once the Public Works inspector authorizes the "Letter of Final Acceptance" the performance bond is released, and the warranty period begins.

Navigating the Commercial Project Occupancy Process Continued

Impact Fee Credits

Once staff approves the as-built plan(s) the developer should contact the Public Works General Services Section and request the final calculation of impact fee credits, if relevant to the project. The contact telephone number is (480) 782-3336.

Street Cleanup Fee Refund

Receipt of the "Letter of Final Acceptance" allows the project applicant to seek a partial refund of the street cleanup fee. To initiate the refund, the applicant must contact the Planning & Development Department, Development Project Administrator at (480) 782-3000.

Building Inspections Checklist

- ☐ Life and safety improvements tested and accepted
- ☐ Call (480) 782-3100 to request certificate of occupancy
- ☐ Special inspection certificates on file

This inspection group is part of the Planning & Development Department. They are responsible for inspecting building construction. All inspections, including occupancy requests, are made through the Interactive Voice Response System (IVR) by calling (480) 782-3100.

The building inspector recommends occupancy when ALL of the following items have been addressed:

- ✓ Life and safety improvements have been tested and accepted.
- ✓ The building has been constructed as per the approved plans.
- ✓ Final special inspection certificates (sealed & stamped) are on file with the city.

Site Development Inspections Checklist

- ☐ Life and safety improvements accepted
- ☐ Site, building elevation and landscaping improvements accepted

This inspection group is part of the Planning & Development Department. They are responsible for landscape inspection and ensuring the site and building conform to the development plans and zoning exhibits. The inspection must be scheduled 24 hours in advance. Inspection requests are accepted at (480) 782-3061.

The site development inspector recommends occupancy when ALL of the following items have been addressed:

- ✓ Life and safety improvements have been accepted.
- ✓ Site, building aesthetics and landscaping improvements have been accepted.

For further assistance contact the Development Project Administrator assigned to the project by calling (480) 782-3000.